

RFP to Lease Town Owned Property (#2010-100) Evaluation Committee
April 12, 2010, 6:00 pm
Stony Brook Middle School Auditorium

Minutes

Members present: Lou Cook, Richard Diaz, Ingrid Nilsson, Kelly Ross (chair), Diane Weir
Staff: John Mangiaratti

6:10 p.m. Meeting convened

Inspector General Complaint

Kelly Ross (chair) made a brief statement regarding a complaint filed with the State Inspector General regarding public input possibly tainting the integrity of the RFP process. The committee will only use the information provided in the RFPs during the evaluation process. No public input will be allowed.

No committee member felt conflict, all were confident with own ability to fairly evaluate RFP responses, and all five continued as members of committee.

Brief Question/Answer period regarding the above announcement.

Speakers included:

Jessica Cussman-Sloane
Jill Trotter
Brent Tingle
Gloria Laredo
Dick Copecci
Keith Caravalli
Alisa Nakashian-Holzberg

Approval of Minutes

Motion by I. Nilsson, seconded by L. Cook to approve 4/5/10 minutes. Unanimous (5-0) approval.

Minimum Evaluation Criteria

Motion by I. Nilsson, seconded by L. Cook to use full list compiled by J. Mangiaratti (drafted 4/6/10) as criteria requested in Minimum Evaluation Criteria Item 5 - Narrative responses to all items listed in this RFP. Unanimous (5-0) approval.

Evaluation of Minimum Criteria for proposals by Springboard Education Foundation (Springboard) and The Roudenbush Community Center, Inc. (TRCCI)

Item 5: Narrative responses to all items listed in this RFP:

1. The Town seeks to have the Proposer offer programs similar to those currently offered at the Roudenbush Community Center, such as community education, preschool, after school, gymnastics, licensed day care, and child and adult classes. (1.1)	TRCCI: By unanimous consent, proposal compliant. Springboard: Motion by D. Weir, seconded by L. Cook that Springboard's proposal is compliant with this item (5.1). Motion passed 3 (L. Cook, R. Diaz, D. Weir)-2 (I. Nilsson, K. Ross).
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2. The Town's objective in soliciting Proposals is to identify a responsive and responsible Proposer that provides the best value to the Town, whose Proposal is compatible with the Town's Parks, Recreation and Cemetery Department operations, and also provides a benefit to town residents. (1.1)	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
3. The Town seeks to lease the structures on the said Properties. Westford's Parks, Recreation and Cemetery Department maintains and controls the use of the Whitney tennis courts, Whitney playground and Frost field at 65 and 73 Main Street. (1.1)	By unanimous consent, item removed from list.
4. If non-structural asbestos components or other hazardous or toxic substances are identified the Lessee is responsible for appropriate management. (1.2)	By unanimous consent, item removed from list.
5. Lessee is responsible for maintaining integrity of abated surfaces. (1.2)	By unanimous consent, item removed from list. Note by R. Diaz regarding new law regulating abated surfaces.
6. ...the upkeep and maintenance of the septic system shall be the responsibility of the Lessee. Interior and exterior facility maintenance shall be the responsibility of the Lessee. (1.2)	By unanimous consent, item removed from list.
7. The Town seeks an organization or agency to lease the Premises with an intended purpose that enriches the lives of Westford residents by offering community programming and activities that serve a diverse range of residents. (1.4)	TRCCI: By unanimous consent, proposal compliant. Springboard: Motion by D. Weir, seconded by L. Cook that Springboard's proposal is compliant with this item (5.1.4). Motion passed 3 (L. Cook, R. Diaz, D. Weir)-2 (I. Nilsson, K. Ross).
8. The Lessee shall make necessary arrangements with town personnel to allow the continued use of the properties for scheduling, programming, maintenance, parking and all other uses by the Westford's Parks, Recreation and Cemetery Department. (1.4)	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.

<p>9. Proposal must include a full description of the proposed use of each property that makes up the Premises, including intensity of use including:</p> <ul style="list-style-type: none"> a. hours and days of operation; b. number of students and staff; c. expected vehicular and pedestrian trips to each property; d. expected means of transportation; e. anticipated use of public transportation, buses or vans to minimize parking and vehicular trips to the properties; f. potential traffic impacts; g. number of parking spaces required; h. exterior area needed and proposed use thereof. i. The description shall include any special requirements for the use of the Premises including parking provision, special events, etc. (2.9) 	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal compliant.</p>
<p>10. The Proposal must include:</p> <ul style="list-style-type: none"> a. a narrative of the use proposed, b. evidence that the Proposer has relevant experience, c. describe the similar facilities it operates, d. and demonstrate existing connections established within the community. (2.9) 	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: Motion by D. Weir, seconded by L. Cook that Springboard's proposal is compliant with this item (5.10). Motion passed 3 (L. Cook, R. Diaz, D. Weir)-2 (I. Nilsson, K. Ross).</p>
<p>11. Proposers shall submit financial data including:</p> <ul style="list-style-type: none"> a. a statement of current fiscal year revenue and expenses b. and a proposed budget for next fiscal year. c. Methods of financing for proposed renovations, if any, shall be included that indicates to the satisfaction of the Town that the prospective Lessee can meet the lease requirements. (2.9) 	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal not compliant.</p>
<p>12. Financial standing- Proposers shall submit financial data including a statement of current fiscal year revenue and expenses and a proposed budget for next fiscal year. Methods of financing for proposed renovations, if any, shall be included that indicates to the satisfaction of the Town that</p>	<p>Duplicate of item 5.11; Item removed from list.</p>

the prospective Lessee can meet the lease requirements. (2.10)	
<p>13. Disclosures- Proposers are advised that the successful Lessee will be required to submit:</p> <ul style="list-style-type: none"> a. a disclosure of beneficial interests to be filed with the Commonwealth of Massachusetts, Division of Capital Asset Management (DCAM) as required by G. L. c. 7, s. 40J; b. a Tax Compliance Statement; and a Certificate of Non-Collusion. Copies of these forms are appended to this RFP. (2.11) 	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal compliant.</p>
<p>14. Tuition Assistance- The Proposal shall contain provisions for reduced rates, scholarships or sliding fee scales to assist Westford residents who are lacking financial means. (3.2)</p>	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal compliant.</p>
<p>15. Coordination with other service providers and town departments - Proposers shall include plans for coordination with other service providers and Town departments to minimize duplication of programs. Other service providers and Town departments include but are not limited to the Public Schools, Recreation Department, Senior Center, youth athletic organizations, Board of Health, etc.(3.3)</p>	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal compliant.</p>
<p>16. Use Guidelines (3.4)</p>	
<p>a. Building Maintenance Routine maintenance shall be provided by the lessee, including but not limited to changing light bulbs, cleaning HVAC units annually, and solid waste removal. Any proposed color scheme must have prior approval of the Town. The Lessee will be required to maintain the Premises in compliance with applicable laws, regulations, and building codes. Proposers must include a statement in their Proposal to meet this requirement. Any changes in programming which</p>	<p>TRCCI: By unanimous consent, proposal compliant.</p> <p>Springboard: By unanimous consent, proposal compliant.</p>

might affect loading shall be evaluated by a competent professional.	
b. Grounds Maintenance Grounds shall be maintained by the Lessee at its sole expense. Grounds shall be maintained in a condition comparable to abutting Town properties.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
c. Snow and Ice Removal The Lessee shall remove snow and ice from the Premises at its sole expense.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
d. Repairs Minor repairs such as broken windows, wall and ceiling finishes, torn carpeting and broken floor tiles, shall be the responsibility of the Lessee. Notification in advance of any repairs being conducted must be given to the Town for prior approval. No approval will be unreasonably withheld.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
e. Custodial Lessee shall be responsible for all custodial services, including but not limited to cleaning supplies, equipment and paper products. Proposers must include a statement in their Proposal as to how they will meet this requirement.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
f. Utilities and Technology Lessee shall be responsible for all utilities including but not limited to electricity, heat, telephone, internet, cable, etc. Lessee shall be responsible for providing all technology and technology-related components and infrastructure.	By unanimous consent, item removed from list.
17. 7:30 p.m. - 10 minute break	
a. Maintenance of Wastewater System Lessee shall be responsible for paying its share of the cost of maintenance of the wastewater system including grinder pump. For year 1 of the lease the cost shall be \$950 for the Frost	By unanimous consent, item removed from list.

School and \$625 for the Roudenbush Building. These assessments shall increase by three percent (3%) annually.	
b. Accessibility Issues Lessee shall be responsible for compliance with all disability and access laws including but not limited to the Americans with Disabilities Act (ADA) and Mass. Architectural Access Board, and for any costs related thereto. Proposers must include a statement in their Proposal as to how they will meet this requirement.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
c. Alterations No alterations of any kind will be allowed without the express prior permission of the Town. However, erection of temporary dividers or other internal fixtures necessary for the Lessee's use will be permitted upon prior written approval by the Town, provided that such temporary fixtures are removed from the premises at the termination of the lease. At all times during the term of the lease, the purchase, installation, and maintenance and removal of such fixtures will be the sole responsibility of the Lessee. Proposers must identify any alterations necessary to meet the needs of their proposed program.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.
d. Capital Improvements The Lessee shall not be responsible for improvements. Optional capital improvements shall not be undertaken without the Town's prior approval.	TRCCI: By unanimous consent, proposal compliant. Springboard: By unanimous consent, proposal compliant.

Item 6: Commitment to give priority for enrollment in programs to Westford residents.

D. Weir noted that her employer is given priority enrollment in current TRCCI programs.

By unanimous consent, TRCCI proposal deemed compliant.

By unanimous consent, Springboard proposal deemed not compliant.

Item 5.2.9: Signatures

Springboard: no clerk signature; only signature of CEO.

TRCCI: clerk and chair signatures.

Chief procurement officer should check seals on originals.

Final Evaluation of Minimum Evaluation Criteria

- 1) Completion of all forms attached hereto: Non-collusion form and tax compliance certificate. (2.9)
- 2) At least three (3) letters of reference
- 3) Articles of Incorporation: Proposals must include a copy of the Articles of Incorporation and proof of filing for 501(c)3 status if applicable. (2.9)
- 4) Proposer must seek to lease, occupy and maintain all of the three properties.
- 5) Narrative responses to all items listed in this RFP.
- 6) Commitment to give priority for enrollment in programs to Westford residents.

By unanimous consent, proposal by TRCCI deemed fully responsive.

Motion by I. Nilsson, seconded by L. Cook that proposal by Springboard not complete and not fully responsive (missing financial statements and no priority for enrollment in programs to Westford residents). Motion carries unanimously (5-0).

Only TRCCI's response to RFP will progress to evaluation stage using comparative evaluation criteria.

Comparative Evaluation Criteria

TRCCI:

1) Readiness to commence operations.

By unanimous consent, TRCCI deemed Highly Advantageous (The Proposer has a list of courses and programs that it will offer, and the Proposer has provided tentative instructors and dates for the initial offerings.)

2) Range of course and program offering

By unanimous consent, TRCCI deemed Highly Advantageous (The Proposal indicates the Proposer will be providing the broadest range of programming to meet the needs of Westford residents serving diverse age groups (toddlers through seniors) that will facilitate the educational, intellectual, artistic and physical endeavors of Westford residents and others.)

3) Plans for coordination with other service providers and Town departments to minimize duplication of programs. Other service providers and Town department include but are not limited to the Public Schools, Recreation Department, Senior Center, youth athletic organizations, Board of Health, etc.

By unanimous consent, TRCCI deemed Advantageous (The Proposer has a plan for coordination with other service providers and Town departments, by provides no details.)

Comment: would like to see more detailed plan.

4) Routine Building and Grounds Maintenance Plan for all three buildings

Motion by D. Weir, seconded by L. Cook to deem TRCCI Advantageous (The Proposer has a routine building and grounds maintenance plan that will be funded by the Proposer, but it lacks details, or it neglects to include some routine activities. The Proposer has experience maintaining buildings and grounds. Motion carries 3-2 (I. Nilsson and K. Ross voting for Highly Advantageous).

Comment: The committee would like to emphasize awareness regarding safe handling of broken fluorescent light bulbs.

5) Management and Corporate Experience

Motion by L. Cook, seconded by D. Weir to deem TRCCI Advantageous (The identified management team has at least 3 years providing similar services to those identified in this RFP.) Motion carries 3-2 (I. Nilsson and K. Ross voting for Highly Advantageous).

Comment: More details on background of members of Board of Directors.

6) History

Motion by D. Weir, seconded by I. Nilsson that pursuant to a records request from the Department of Early Education and Care Licensing, Westford's chief procurement officer will evaluate the qualitative criteria on item 6. The motion carries unanimously (5-0).

7) Scholarships, Reduced Rates, Sliding Fee Scales and Income Guidelines

Motion by I. Nilsson, seconded by L. Cook to deem TRCCI Highly Advantageous (Proposal contains provisions to assist families who experience short-term hardships (fire, catastrophic illnesses, etc) and reduced rates, scholarships or sliding fee to assist Westford residents who are lacking financial means. Motion carries 4-1 (R. Diaz voting for Advantageous).

K. Ross will draft a narrative summary of the committee's conclusions to be approved at a future meeting and presented to the Town Manager and Board of Selectmen.

The committee expressed its appreciation to both RFP responders, Springboard Education Foundation and TRCCI, and to staff member John Mangiaratti.

By unanimous consent, motion to adjourn.

Respectfully submitted by

Ingrid Nilsson